Institutional Identification

Please verify the information below, and update as necessary. Asterisks (**) indicate information which is required.

Institution Name   **Name**

Physical Location:
Street Address   _____
City   _____ **   State   _____ **
Zip Code   _____ - _____ **

Enter Official Name Change Here   _____

Mailing Address (If different from Physical Location):
Street Address   _____
City   _____   State   _____
Zip Code   _____ - _____

Web Address   http:// _____
Employer ID No. (EIN)   _____   _____   OPEID

Chief Administrator:
Name   _____
Title   _____

Telephone Numbers:
General Information   ___ - ___ - ____ Ext. _____ **
Admissions Office   ___ - ___ - ____ Ext. _____
Financial Aid Office   ___ - ___ - ____ Ext. _____

Part A - Educational Offerings

1. Which of the following types of instruction/programs are offered by your institution?
[Check one or more]

- ❏ Occupational, may lead to a certificate, degree, or other formal award
- ❏ Academic, leading to a certificate, degree, or diploma
- ❏ Continuing professional (postbaccalaureate only)
- ❏ Recreational or avocational (leisure) programs
- ❏ Adult basic or remedial instruction or high school equivalency
- ❏ Secondary (high school)

Part B - Organization & Accreditation

1. What is your institutional control or affiliation?

○ <u>Public</u> - Specify

   Primary control   Secondary control (if applicable)

   _____   _____

○ <u>Private for-profit</u>

○ <u>Private not-for-profit</u> independent (no religious affiliation)

○ Private not -for-profit religious affiliation - Specify

   _____

2. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.) [Check all that apply]

Award Level		
		BELOW THE BACCALAUREATE:
1	❑	Postsecondary award, certificate, or diploma of <u>less than one academic year</u> (less than 900 contact or clock hours)
2	❑	Postsecondary award, certificate, or diploma of <u>at least one but less than two academic years</u> (at least 900 but less than 1800 contact or clock hours)
3	❑	<u>Associate's degree</u>
4	❑	Postsecondary award, certificate, or diploma of <u>at least two but less than four academic years</u> (at least 1800 contact or clock hours)
		BACCALAUREATE AND ABOVE:
5	❑	<u>Bachelor's degree</u> or equivalent
6	❑	<u>Postbaccalaureate certificate</u>
7	❑	<u>Master's degree</u>
8	❑	<u>Post -master's certificate</u>
9	❑	<u>Doctor's degree</u>
10	❑	<u>First-professional degree</u>
11	❑	<u>First-professional certificate</u> (Post-degree)
12	❑	Other; please specify in the Caveats box

CAVEATS

_____

_____

_____

Part B - Organization & Accreditation

3. Does this institution offer any formally organized programs (either academic or occupational) with well defined completion requirements that do not lead to a formal award?

   ○ No

   ○ Yes - Specify

   ❑ Undergraduate

   ❑ Graduate

4. This institution is accredited by the following accrediting agency(ies). [Check all that apply]

   ❑ National institutional or specialized accrediting agency

   ❑ Regional accrediting agency - Specify

      _____

   ❑ State accrediting or approval agency

   ❑ Not applicable

5. Is this institution or any of its programs, departments, or schools currently accredited by any of the accrediting agencies recognized by the Secretary, U.S. Department of Education, which are on the list of National Institutional and Specialized Accrediting Bodies?

   ○ Yes   List of Accrediting Bodies

   ○ No

Part B - Organization & Accreditation

List Of National Institutional And Specialized Accrediting Bodies Recognized By The Secretary, U.S. Department Of Education

Programs accredited at your institution.

Part C - Admission Requirements & Services

1. Does your institution have an open admission policy for all or most entering first-year undergraduate-level students?

    ◯   Yes

    ◯   No

    ◯   This institution does not admit first-year undergraduate-level students.

Part C - Admission Requirements & Services

2. Please select the option that best describes how your institution uses any of the following data in its undergraduate selection process.

Admission Considerations	Required	Recommended	Neither Required Nor Recommended	Don't Know
Secondary school GPA	○	○	○	○
Secondary school rank	○	○	○	○
Secondary school record	○	○	○	○
Completion of college-preparatory program	○	○	○	○
Recommendations	○	○	○	○
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	○	○	○	○
Admission test scores (SAT, ACT, etc.)	○	○	○	○
TOEFL	○	○	○	○
(Test of English as a Foreign Language)				

3. Please provide the number of first-time first-year, degree/certificate-seeking students who applied, were admitted, and enrolled (full or part time) at your institution for the most recent Fall period available. Include early decision, early action, and students who began studies during the summer prior to that fall. See instructions for further information.

Select reporting period: ○ Fall 2000   ○ Fall 2001

	Men	Women
Number of applicants	_____	_____
Number of admissions	_____	_____
Number enrolled full-time	_____	_____
Number enrolled part-time	_____	_____

4. If test scores are required for admission and 60 percent or more of your enrolled students [first-time first-year degree/certificate-seeking (undergraduate) students] submitted scores for a given test, please provide the following information: the number and percentage of students submitting SAT/ACT scores and the 25th and 75th percentile scores for each test. Provide data for the most recent group of students for which data are available; include new students admitted the summer prior to that fall.

Select reporting period: ○ Fall 2000   ○ Fall 2001

Number submitting SAT scores	_____
Percent submitting SAT scores	_____
Number submitting ACT scores	_____
Percent submitting ACT scores	_____

	25th Percentile	75th Percentile
SAT I Verbal	_____	_____
SAT I Math	_____	_____
ACT Composite	_____	_____
ACT English	_____	_____
ACT Math	_____	_____

Part C - Admission Requirements & Services

5. Does your institution accept any of the following?

[Check all that apply]

☐ Dual credit (college credits earned while in high school)

☐ Credit for life experiences

☐ Advanced placement (AP) credits

☐ None of the above

6. What types of special learning opportunities are offered by your institution?

[Check all that apply]

☐ Accelerated programs

☐ Cooperative (work -study) program

☐ Distance learning opportunities

☐ Dual enrollment

☐ ROTC

   ☐ Army   ☐ Navy   ☐ Air Force

☐ Study abroad

☐ Weekend college

☐ Teacher certification (below the postsecondary level)

   ☐ Students can complete their preparation in certain areas of specialization

   ☐ Students must complete their preparation at another institution for certain areas of specialization

   ☐ This institution is approved by the state for the initial certification or licensure of teachers

☐ None of the above

Part C - Admission Requirements & Services

7. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years _____

8. Which of the following selected student services are offered by your institution?

[Check all that apply]

❑ Remedial services

❑ Academic/career counseling services

❑ Employment services for current students

❑ Placement services for program completers

❑ On-campus day care for children of students

❑ None of the above

9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

○ Have our own library

○ Do not have our own library but contribute financial support to a shared library

○ Neither of the above

Part D - Student Charges

Your response to the next question determines how your institution reports graduation rate data in the spring and how you report student charges in Part D of this survey.

1. **What is the predominant calendar system at this institution?** [Choose one]

    Standard academic terms

    Checking one of these systems determines that your institution will provide graduation rate data based on a FALL COHORT student charges based on a FULL ACADEMIC YEAR

    ○ Semester
    ○ Quarter
    ○ Trimester
    ○ 4-1-4 or similar plan

    Other calendar systems

    Checking one of the following determines that your institution will provide graduation rate data based on a FULL YEAR and student charges data will be requested by PROGRAM.

    ○ Differs by program
    ○ Continuous basis (every 2 weeks, monthly, or other period)

2. **Is an application fee for admission required by your institution?**

    ○ No

    ○ Yes - Indicate amount of application fee
       Undergraduate $ _____
       Graduate $ _____
       First-professional $ _____

3. **Does your institution enroll any full-time students?**

    ○ No

    ○ Yes - Indicate levels below
       Undergraduate (academic or occupational programs)

       ○ No
       ○ Yes
       First-time, first-year degree/certificate seeking (undergraduate) students

       ○ No
       ○ Yes
       Graduate

       ○ No
       ○ Yes
       First-professional

       ○ No
       ○ Yes

4. **Does your institution charge different tuition for in-district, in-state or out-of-state students?**

    ○ No
    ○ Yes

5. **Does your institution provide on-campus housing?**

    ○ No

    ○ Yes - Specify dormitory capacity for academic year 2001-2002 _____

6. **Do you provide board or meal plans to your students?**

    ○   No

    ○   Yes - Number of meals per week in the **maximum** meal plan offered __

    ○   Yes - Number of meals per week can vary (for example, student receives a meal card and charges meals against the card)

Part D - Student Charges

7. How many programs (measured in contact or clock hours) are offered at your institution?

Specify number of programs ____

8. Does your institution offer any programs of at least 300 contact or clock hours?

   ◯ Yes

   ◯ No

Part D - Student Charges

Note : Prior year data are displayed in red.

9. Price of attendance for entering students:

Please enter the amounts indicated below. These are the data that will be available to the public on the IPEDS COOL (College Opportunities On-Line) website. Please note that data for prior years can be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), please complete all information for the current year. Estimates of expenses for books and supplies, room and board, and other expenses are those used by your financial aid office for determining financial need.

Largest program:

CIP Code	(PY)
Title	(PY)
Total length of program	
in contact hours	(PY)

If your largest program has changed from the one listed above, or if no program appears above, check here to enter a new largest program and submit data for the last three academic years. ☐

CIP Code	_____
Title	_____
Total length of program	
in contact hours	_____

Published Student Charges	**1999 - 2000**	**2000 - 2001**	**2001 - 2002**
Tuition & fees	$ _____	$ _____	$ _____
Books & supplies	$ _____	$ _____	$ _____
Enrollment	____	____	
On campus:			
Room and board	$ _____	$ _____	$ _____
Other expenses	$ _____	$ _____	$ _____
Off campus (not with family):			
Room and board	$ _____	$ _____	$ _____
Other expenses	$ _____	$ _____	$ _____
Off campus (with family):			
Other expenses	$ _____	$ _____	$ _____

Back

Part D - Student Charges

10. Please list the next five largest programs at your institution and provide the following information for each program. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Length of program should be reported

	Cip Code	Tuition & Required Fees	Cost of Books & Supplies	Total Length of Program
2nd	_____	$ ____	$ ____	____
Title _____				
3rd	_____	$ ____	$ ____	____
Title _____				
4th	_____	$ ____	$ ____	____
Title _____				
5th	_____	$ ____	$ ____	____
Title _____				
6th	_____	$ ____	$ ____	____
Title _____				

CAVEATS

_____

_____

_____

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Part D - Student Charges
Note: Prior year data are displayed in red.

10. What are the typical room and board charges for a student for the full academic year 2001 -2002?
If your institution does not provide room or board, enter NA. If your institution provides room or board free of charge, enter zero.
If your institution provides room or board free of charge, enter zero.

| Room and Board Charges	Amount
Room charge (Double occupancy)	$ _____ (PY)
Board charge (Maximum plan)	$ _____ (PY)
Combined room and board charge (Answer only if you CANNOT SEPARATE room and board charges.)	$ _____ (PY)

Part E - Additional Information

1. **Is this institution a member of a national athletic association?**

   ○ No

   ○ Yes - Check all that apply

   ☐ National Collegiate Athletic Association (NCAA)

   ☐ National Association of Intercollegiate Athletics (NAIA)

   ☐ National Junior College Athletic Association (NJCAA)

   ☐ National Small College Athletic Association (NSCAA)

   ☐ National Christian College Athletic Association (NCCAA)

   ☐ Other

2. **If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the droplist.**

Sport	NCAA or NAIA Member		Conference
Football	○ No	○ Yes - Specify	_____
Basketball	○ No	○ Yes - Specify	_____
Baseball	○ No	○ Yes - Specify	_____
Cross Country and/or Track	○ No	○ Yes - Specify	_____
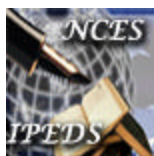
INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

Instructions for Institutional

Institutional Identification

Required fields - Double asterisks (**) beside a field on a screen indicate that the field is a required entry.

Institution name and address - This is the full name of the institution covered by this report and the **physical location** of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing. DO NOT provide a Post Office Box Number in this field. If your institution's name has officially changed, enter the new name in the box provided.

Mailing address - In this block, please provide the address to which correspondence should be mailed, if the mailing address is different from the physical address. You may provide a P.O. Box here. This address may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Web Address - Enter or update the institution's general (or main) web site address if your institution maintains a home page on the Internet. Do not preface the address with http://; the Internet protocol will be determined by the IPEDS COOL web site. Be sure to indicate where the address is case sensitive.

Employer ID number - Enter the Employer Identification Number (EIN), the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

OPE ID - Verify your Office of Postsecondary Education Identification number (OPEID), the 8-digit number that is used by the Department of Education for federal student financial aid eligibility purposes. This number can be found on your Program Participation Agreement (PPA). If your pre-printed number is not correct, please contact the HELP desk at 1-877-225-2568. If your institution does not have an OPEID (and it is not eligible for Title IV funding), a 9 may be pre-printed in the field.

Name and title of chief administrator of institution - Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Telephone numbers - These are the telephone numbers for general information inquiries, the Financial Aid Office, and the Admissions Office.

Educational Offerings

This question is asked to verify the inclusion of the institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education and excludes vocational and adult basic education programs.

Organization and Accreditation - Control and Level

Institutional control or affiliation - Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. If the institution has a religious affiliation, select the denomination from the list provided in the drop box. Public institutions must designate a primary control; identifying a secondary control is optional.

Award levels - Check all applicable levels for all credit programs offered at this institution. Award levels are

identified on the basis of recognition for their completion, duration, or a combination thereof. Note that award levels 1, 2, and 4 are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction. Award levels 3, 5, 7, 9, and 10 indicate those degree levels for which the institution is authorized to make formal awards. If you check award level 12 - other, please specify or describe this award in the caveats box after you make sure that it cannot be classified in one of levels 1-11.

Organization and Accreditation - Accreditation

No formal award programs - Indicate whether this institution offers programs with stated occupational objectives and well-defined completion requirements that do not lead to a formal award.

Regional accreditation - If your institution is accredited by a regional agency, select the regional association that accredits your institution from the list provided in the drop box.

List of Accrediting Bodies

Accreditation Commission for Acupuncture and Oriental Medicine
Acupuncture (ACUP) - First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

Accrediting Association of Bible Colleges
Bible College Education (BI) - Bible colleges and institutes offering undergraduate programs

Accrediting Bureau of Health Education Schools
Allied Health Education (AHE) - Private, postsecondary institutions
Medical Assistant Education (MAAB) - Private schools and programs
Medical Laboratory Technician Education (MLTAB) - Schools and programs for the medical laboratory technician
Allied Health (AH) - Programs leading to certificates, diplomas, and the Associate of Applied Science and the Associate of Occupational Science degrees

Accrediting Commission of Career Schools and Colleges of Technology
Occupational Education (DGCS) - Private, postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers
Occupational Education (NDCS) - Private, postsecondary non-degree granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

Accrediting Commission on Education for Health Services Administration
Health Services Administration (HSA) - Graduate programs in health services administration

Accrediting Council for Continuing Education and Training
Continuing Education (CNCE) - Institutions offering noncollegiate continuing education programs

Accrediting Council for Independent Colleges and Schools
Business (GRB) - Independent institutions offering only graduate business and business related programs at the master's level
Business (JRCB) - Junior colleges of business
Business (SRCB) - Senior colleges of business including those with master's degree programs
Business (PPB) - Private postsecondary schools offering business and business-related programs

American Academy for Liberal Education
Liberal Education (LBRL) - Institutions of higher education and programs within institutions of higher education that offer liberal arts degrees at the baccalaureate level or a documented equivalency

American Association for Marriage and Family Therapy

Marriage and Family Therapy (MFT) - Clinical training programs at the master's, doctoral, and postgraduate levels

American Association of Nurse Anesthetists
Nurse Anesthesia (ANEST) - Institutions and programs at the certificate, master's, or doctoral degree level

American Bar Association
Law (LAW)- Professional schools

American Board of Funeral Service Education
Funeral Service Education (FUSER)- Institutions and programs awarding diplomas, associate degrees and bachelor's degrees in funeral service or mortuary science

American College of Nurse-Midwives
Nurse Midwifery (MIDWF) - Basic certificate and graduate nurse-midwifery education programs for registered nurses
Nurse-Midwifery (PREMW) - Pre-certification nurse-midwifery education programs

American Council on Pharmaceutical Education
Pharmacy (PHAR) - Professional degree programs

American Dental Association
Dental Assisting (DA)
Dental Hygiene (DH)
Dental Laboratory Technology (DT)
Dentistry (DENT) - Programs leading to the D.D.S. or D.M.D. degree; advanced dental education programs (general practice residency, advanced general dentistry, and specialty programs)

American Dietetic Association, The
Dietetics (DIET) - Coordinated undergraduate and graduate programs
Dietetics (DIETI) - Postbaccalaureate dietetic internship programs
Dietetics (DIETT) - Dietetic technician programs at the associate's degree level

American Occupational Therapy Association
Occupational Therapy (OT) - Professional programs awarding baccalaureate degrees, post-baccalaureate certificates, master's degrees and combined baccalaureate/master's degrees
Occupational Therapy Assistant (OTA) - Programs leading to an associate degree or certificate

American Optometric Association
Optometry (OPTT) - Technician (associate degree) programs
Optometry (OPT) - Professional degree programs
Optometry (OPTR) - Residency programs

American Osteopathic Association
Osteopathic Medicine (OSTEO) - Programs leading to the D.O. degree

American Physical Therapy Association
Physical Therapy (PTAA) - Programs for the physical therapist assistant
Physical Therapy (PTA) - Programs for the physical therapist

American Podiatric Medical Association
Podiatry (POD) - Colleges of podiatric medicine, including first-professional and graduate degree programs

American Psychological Association
Clinical Psychology (CLPSY) - Doctoral programs
Counseling Psychology (COPSY) - Doctoral programs
Professional Psychology (IPSY) - Predoctoral internship programs
Professional Psychology (RPSY) - Postdoctoral residency programs
Professional/Scientific Psychology (PSPSY) - Doctoral programs
School Psychology (SCPSY) - Doctoral programs

American Speech-Language-Hearing Association
Audiology (AUD) - Graduate degree programs
Speech-Language Pathology (SP) - Graduate degree programs

American Veterinary Medical Association
Veterinary Medicine (VET) - Programs leading to a D.V.M. or D.M.V. degree

Association for Clinical Pastoral Education, Inc.
Pastoral Education (PAST) - Clinical pastoral education (CPE) centers and CPE and supervisory CPE programs

Association of Advanced Rabbinical and Talmudic Schools
Rabbinical and Talmudic Education (RABN) - Advanced Rabbinical and Talmudic schools

Association of Theological Schools in the United States and Canada
Theology (THEOL) - Freestanding schools, as well as programs affiliated with larger institutions, offering graduate professional education for ministry and graduate study of theology

Commission on Collegiate Nursing Education
Nursing (CNURED) - Nursing education programs at the baccalaureate and graduate degree levels

Commission on Opticianry Accreditation
Opticianry (OPLT) - 1-year programs for the ophthalmic laboratory technician
Opticianry (OPD) - 2-year programs for the ophthalmic dispenser

Council on Chiropractic Education, The
Chiropractic (CHIRO) - Programs leading to the D.C. degree

Council on Education for Public Health
Community Health Education (CHE) - Graduate programs offered outside schools of public health
Community Health/Preventive Medicine (CHPM) - Graduate programs offered outside schools of public health
Public Health (PH) - Graduate schools of public health

Council on Occupational Education
Occupational Education (OCCDGR) - Postsecondary degree granting institutions that grant the applied associate degree in specific occupational/vocational fields
Occupational Education (OCCED) - Non-degree granting postsecondary occupational/vocational institutions

Distance Education and Training Council
Distance Education and Training (DIST) - Distance education institutions offering non-degree and associate, baccalaureate, and master's degree programs primarily through the distance learning method

Joint Review Committee on Education in Radiologic Technology
Radiologic Technology (RADTT) - Programs for radiation therapists
Radiologic Technology (RAD) - Programs for radiographers

Joint Review Committee on Educational Programs in Nuclear Medicine Technology
Nuclear Medicine Technologist (NMT) - Programs for the nuclear medicine technologist

Liaison Committee on Medical Education (AMA and AAMC)
Medicine (MED) - Programs leading to the M.D. degree

Midwifery Education Accreditation Council
Midwifery Education (MWEAC) - Direct-entry midwifery educational institutions and programs conferring degrees and certificates

Montessori Accreditation Council for Teacher Education
Montessori Education (MONTE) - Montessori teacher education programs and institutions

National Accrediting Commission of Cosmetology Arts and Sciences
Cosmetology (COSME) - postsecondary schools and departments of cosmetology arts and sciences

National Association of Nurse Practitioners in Women's Health
Nurse Practitioners (NURPR) - Women's health nurse practitioners' programs

National Association of Schools of Art and Design
Art and Design (ART) - Institutions and units within institutions offering degree-granting and non-degree granting programs in art, design and related disciplines

National Association of Schools of Dance
Dance (DANCE) - Institutions and units within institutions offering degree-granting and non-degree granting programs in dance and dance-related disciplines

National Association of Schools of Music
Music (MUS) - Baccalaureate and graduate degree programs
Music (MUSA) - Community and junior college programs
Music (MUSN) - Nondegree programs

National Association of Schools of Theatre
Theatre (THEA) - Institutions and units within institutions offering degree-granting and non-degree granting programs

National Council for Accreditation of Teacher Education
Teacher Education (TED) - Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

National League for Nursing Accrediting Commission
Nursing (PNUR) - Practical nursing programs
Nursing (ADNUR) - Associate degree programs
Nursing (DNUR) - Diploma programs
Nursing (NUR) - Baccalaureate and higher degree programs

New York State Board of Regents (a nationally recognized State agency)
Accreditation of collegiate degree-granting programs or curricula offered by institutions of higher education and of credit-bearing certificate and diploma programs offered by degree-granting institutions of higher education located in the state of New York

Transnational Association of Christian Colleges and Schools
Christian Education (CE) - Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees, including institutions that offer distance education

Organization and Accreditation - Specialized Accreditation

National institutional or specialized accreditation - If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies currently recognized by the Secretary, U.S. Department of Education, please verify or update the list of accredited programs for this institution in the bottom box on this screen.

Adding programs from accrediting bodies - To add a program, first find the accrediting agency on the list of National Institutional and Specialized Accrediting Bodies by selecting an one of the options from the drop list provided (use the down arrow to see the complete list) in the first box. Selecting an option from the list will display the program accreditations in the second box. Add a program for this institution by highlighting the program and clicking the Add button. You will see the program added to the bottom box.

Delete programs from the bottom box by highlighting the program and clicking the Delete button. When you have finished, review the list in the bottom box for completeness and accuracy and click Save/Proceed.

Admission Requirements and Services - Admission Requirements

Admission policy - This question determines whether or not your institution has an open admissions policy. Select "This institution does not admit first-year undergraduate-level students" if yours is an upper level, graduate, or first-professional only institution.

Admission Requirements and Services - Admission Requirements

Admissions considerations - This question refers to the admission policy for entering first-year undergraduate students. Indicate the types of considerations that are used as part of the selection process for entering first-time first-year degree/certificate-seeking students. For each, indicate if required, recommended, neither required or recommended, or if you don't know.

Applicants/Enrolled Students - First select the period for which you will report. Indicate the number of first-time, first-year, degree-seeking students who applied, the number admitted, and the number who enrolled (both full and part time) by gender at your institution for the indicated reporting period. Include early decision, early action, and students who began studies during the summer prior to the fall reporting period. Applicants should include only those students who fulfilled all requirements for consideration for admission and who have been notified of one of the following actions: admission, nonadmission, placement on a wait list, or application withdrawn (by applicant or institution). Admitted applicants (admissions) should include wait-listed students who were subsequently offered admission.

Test scores - Select a reporting period. If test scores are required for admission and 60 percent or more of the students in your entering cohort (first-time, first-year, degree/certificate-seeking undergraduate level students) submitted scores for a given test, please provide the number and percentage of students submitting SAT/ACT scores and the 25th and 75th percentile scores for each test. **Include information for ALL enrolled, degree-seeking, first-time, first-year (freshman) students who submitted test scores.** Do not include partial test scores (e.g., mathematics scores but not verbal for a category of students) or combine other standardized test results (such as TOEFL) in this item. If students submitted TOEFL scores in addition to SAT/ACT scores include those students. Provide data for the most recent entering class for which data are available; include new students admitted the summer prior to the fall for which you are reporting.

Admission Requirements and Services - Services

Special credit upon entry - Please indicate if your institution accepts credit earned prior to admission through any of the sources listed.

Special learning opportunities - Indicate which of the listed special learning opportunities are offered by your institution. Teacher certification refers to pre-K through 12; if your institution provides certification for some levels (e.g., elementary only and not secondary) be sure to indicate that only certain levels are offered.

Admission Requirements and Services - Student Services

Years of study required for entry - This item will identify institutions that limit entrance to students who have completed certain academic requirements. For example, upper division only schools may require 2 years (60 credits) of study prior to admittance, and schools that offer only graduate programs may require bachelor's degrees or 4 years of study for entrance.

Student Services - Indicate which of the listed services are offered by your institution.

Library - Indicate whether this institution has its own library, contributes financially to a shared library, or has no facility.

Student Charges - Clarifying Questions

The following data items are to be completed prior to entering charges:

Calendar system - Indicate the **predominant** calendar on which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at this institution, indicate the option that best characterizes your institution. **Note:** The way you answer this question determines how you will report tuition information and how you choose

your cohort for reporting Graduation Rate data. The Student Right-to-Know regulations state that if your institution offers a predominant number of programs based on standard academic terms (semesters, trimesters, or quarters), you are to use a fall cohort. Institutions choosing one of the standard academic term options will be asked to report tuition and fees information based on a **full academic year**. If most of your programs are not based on standard academic terms (that is, you operate on a program-by-program or continuous enrollment basis), then you are to use a full-year cohort. You will be asked to report tuition and fees information by program and must report for the entire length of the program.

Example: Your institution offers primarily occupational/vocational programs of varied length. A student enrolls in a program and pays tuition for the entire program. In addition, students are allowed to enter at three different times during the year. How should you report? In this case, you should indicate "program by program" even though it seems that your institution operates on a trimester basis. By reporting by program, prospective students can see what they should expect to pay to obtain a certificate in a particular program and how long the program takes to complete.

Application fee - If your institution charges an application fee for admission, indicate the amount at the degree levels provided.

Enrollment of full-time students - Indicate if your institution enrolls any students on a full-time basis. If you answer yes, indicate yes or no for each level. Be sure to indicate if you enroll (full-time) first-time degree/certificate-seeking undergraduate students or students in occupational/vocational programs below the baccalaureate level. This will determine if you are to report price information later in Part D and Student Financial Aid information in the Spring.

Tuition based on residence - Indicate if your institution charges a different price for students from in-district, in-state, or out-of-state.

Dormitories - Indicate if your institution provides on-campus housing and, if so, the dormitory capacity.

Meal plans - Indicate the option that best describes the meal plan at your institution.

Student Charges - Number of Programs

Number of programs - Provide the total number of occupational/vocational programs offered by your institution.

Length of programs - Indicate whether your institution offers occupational/vocational programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.

Student Charges - Price of Attendance - Largest Program

Largest CIP - If you provided information on your largest program last year, these data have been pre-printed. You can modify previously reported data or just provide information for the 2000-2001 year. If your largest program has changed, you may check the box provided and indicate a different program; however, you will be required to enter data for all three years as indicated on the page.

To change the largest program, select the program category from the first drop list and the corresponding program code and title from the second drop list. If for any reason you wish to restore the pre-preprinted information, just click the reset button at bottom of the page.

Be sure to provide amounts for room and board and other expenses as requested. These are the amounts used by your financial aid office for determining eligibility for student financial assistance. Enter DK for amounts you do not know. Note: you must provide data in these fields, otherwise you cannot lock your submission.

Student Charges Tuition and Fees - Next 5 Programs

Largest programs - Provide the Classification of Instructional Program (CIP) code, tuition and required fees for the total program, the cost of books and supplies for the total program, and the length of the program in contact hours.

- Refer to the 1990 Classification of Instructional Programs (CIP) guide, and match your program title as closely as possible with a program listed in this publication. Select the program category from the first drop list and the corresponding program code and title from the second drop list.
- Enter the total tuition and required fees charged for the entire length of the program.
- Enter the cost of books and supplies for the total program.
- Report the full length of the program measured in contact or clock hours.
- Please note that English as a second language and GED courses are not to be included in IPEDS.
- If your institution charges a different amount for in-state and out-of-state students, provide the amount charged to in-state students here.

Student Charges - Undergraduate Tuition and Fees

It is recognized that tuition and required fees and room and board charges may not be the same for all students at an institution. Therefore, please be guided by the following:

- Report the amount of tuition and required fees for the full academic year most frequently charged to in-district, in-state and out-of-state students. Be sure to provide amounts in all columns (in-district, in-state and out-of-state) even if they are the same. If your institution charges tuition on a per-credit-hour basis, please estimate average tuition based on the average full-time credit hour load for an entire academic year.
- When reporting required fees, be sure to include all fixed sum charges that are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges that are clearly optional.
- If the institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee and enter the code "CF" for tuition, fees, and room and board.

Undergraduate students include:

- Those who have not obtained a bachelor's degree;
- All students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and
- All students in occupational or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare students for immediate employment, or to provide general education rather than as the first 1, 2, or 3 years of a bachelor's degree program.

Student Charges - Part-time Undergraduate Per Credit Hour Charges

Per credit hour charges - If your institution does not enroll full-time students at the undergraduate level, enter the dollar amount your institution most frequently charges per credit hour of instruction. Be sure to provide data for in-district, in-state, and out-of-state students.

Student Charges - Graduate Tuition and Fees

Graduate students - Those students who have attained at least one standard bachelor's degree or first-professional degree and are or could be candidates for Master's or Doctor's degrees. DO NOT include candidates for the degrees of D.P.M., D.D.S., D.M.D., M.D., O.D., D.V.M., L.L.B., J.D., B.D., or other first-professional degrees; these are to be reported on the first-professionals page.

- Report the amount of tuition and required fees for the full academic year most frequently charged to in-district, in-state and out-of-state students. Be sure to provide amounts in all columns (in-district, in-state and out-of-state) even if they are the same. If your institution charges tuition on a per-credit-hour basis, please estimate average tuition based on the average full-time credit hour load for an academic year.
- When reporting required fees, be sure to include all fixed sum charges that are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges that are clearly optional.

Student Charges - Part-time Graduate Per Credit Hour Charges

Per credit hour charges - If your institution does not enroll full-time students at the graduate level, enter the dollar amount your institution most frequently charges per credit hour of instruction. Be sure to provide data for in‑district, in‑state, and out‑of‑state students.

Student Charges - First-professional Tuition and Fees

Tuition and required fees for first-professional programs - Enter in the spaces provided the dollar amount of tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution. If you have no full-time first‑professional students, uncheck the first‑professional checkbox in question 3 on page 1 of Part D – Student Charges. The programs that appear on this screen have been reported for this institution in a prior year; if your institution no longer offers the program, click the checkbox to the right of the fees column and click Save to delete the program.
Note - The prior year data for deleted programs will continue to be displayed. Notice that the checkbox to delete the program is no longer available.
To add a first-professional program, select the new program from the drop list, enter the tuition and fees, and click Save.

Student Charges - Room and Board Charges

Report the typical room charge for the FULL ACADEMIC YEAR 2001-2002 to a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for 2001‑2002 to a full-time student. Report a combined room and board charge only if room and board charges **CANNOT BE SEPARATED**.

Student Charges - Price of Attendance

Institutions with standard academic terms (semesters, trimesters, quarters, or 4-1-4 plans) should provide price information for in‑district, in‑state, and out‑of‑state students for the FULL ACADEMIC YEAR in the columns indicated. Respond with "NA" where questions are "Not Applicable", "DK" for answers you do not know. At this time, you may update or correct any 1999‑2000 or 2000‑2001 data that were previously provided. If your institution did not report student price information, be sure to provide **three years** of data.

Prices entered on this screen will be compared to similar prices entered for the prior year. If you change a previously reported amount and the new amount exceeds what was previously reported by 25%, an explanation will be required to lock the data. Amounts that reflect an increase of more than 10% for consecutive school years will also require an explanation in order to lock the data.

Tuition and fees, books and supplies, room and board, and other expenses are those amounts used by your financial aid office for determining eligibility for student financial assistance. You must supply this information or enter DK in the boxes provided. You will not be able to lock without these data.

Additional Information

Athletic Affiliation - Indicate if your institution is a member of a national athletic association.

NCAA or NAIA - For institutions belonging to NCAA or NAIA, select the conference by sport, from the drop list provided (if applicable).

Additional Information - New Institutions

Two-year provision - Indicate whether this institution has been offering postsecondary instruction on a continuous basis for at least 2 years (except for normal vacation periods). A change in name or ownership of the institution during this 2-year period is not relevant in answering this question.

Eligibility for Title IV Programs - Indicate whether or not students attending your institution are eligible for funding through Title IV programs (e.g., Pell, Stafford, etc.), or whether your institution has applied for Title IV participation. If you know your institution's OPE (Office of Postsecondary Education) identification number, please enter it in the space provided. This number can be found on your Program Participation Agreement

(PPA).

Enrollment in postsecondary programs - Indicate the typical percentage (%) of students enrolled in postsecondary programs at your institution.

Additional Users

Enter the number of additional passwords that you will need to accommodate others providing data during this collection period. You may request up to six (6) additional passwords.

Close